

## Memorandum of Approval for the Unit's Family Readiness Group

The memorandum of approval (separate document from the sanction) is completed by the commander. The memorandum of the approval gives approval by the commander for the FRG to operate and function as his special staff to provide support to service members and their families. It also identifies the unit family readiness representative (commander's representative). A copy is maintained in the unit Commander's Family Readiness (Purple) Binder and at the State Family Readiness Office. It is an inspectible item reviewed during OIP inspections. (See example below)

### Unit Leaderhead

## SAMPLE MEMORANDUM OF APPROVAL FOR FAMILY READINESS GROUP

MEMORANDUM FOR (Unit's Family Readiness Group

SUBJECT: Approval of Family Readiness Group Organization

1. This is to give approval for the (unit's) Family Readiness Group to operate and function as a part of my special staff to provide support to the service members and their families.
2. (Unit Member's Name) will serve as my representative to provide assistance to the (unit) Family Readiness Group.

### COMMANDER'S SIGNATURE BLOCK

CF:  
Commander's Family Readiness Binder  
Unit Family Readiness Representative  
(Unit) Family Readiness Group  
State Family Readiness Office